

**STATE OF LOUISIANA
DEPARTMENT OF CIVIL SERVICE
BATON ROUGE, LA.**

Hr Handbook Update No. 2005 – 0006

***To:* HEADS OF STATE AGENCIES AND PERSONNEL OFFICERS**

***Subject:* Hiring Employees**

***Issue Date:* June 16, 2005**

The HR Handbook has been updated with a new section that contains the Staffing Portion of the HR Curriculum, *Hiring Employees*.

The information contained in this section covers Staffing policies and procedures concerning Merit System Principles, Civil Service Examinations, Minimum Qualification Requirements, Recruiting for Jobs and Hiring, as well as other hiring related topics.

This is a good resource for new state personnel officers or for those experienced personnel officers who wish to refresh themselves about present Staffing policies.

The online HR Handbook can be located at www.dscs.state.la.us. Scroll down in the blue menu frame on the left side of the screen to the major topic heading “HR Reference;” then click on “HR Handbook” under that topic heading.

If you have any questions regarding this information, please contact the Staffing Division, telephone (225) 342-8536.

Sincerely,

s/Anne S. Soileau
Acting Director